



**CATHOLIC  
DIOCESE OF  
BROKEN BAY**

Approved by: Emma McDonald  
Diocesan Financial Administrator  
Date: 27 March 2018  
To be Revised: 27 March 2020

## **STATUTES FOR PARISH FINANCE COMMITTEES**

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### **1. MISSION & VISION**

The Parish is a community of Christ's faithful, constituted in a Diocese, whose pastoral care is entrusted to a Parish Priest under the authority of the Bishop (c. 515 §1). It is a community of faith that exists to evangelise, to proclaim the Good News of Jesus Christ, gathered as friends in the Lord and sent out to be missionary disciples.

The purpose of the Parish Finance Committee (**PFC**) is to help the Parish Priest in the administration of the temporal goods of the Parish.

### **2. GENERAL PRINCIPLES**

- 2.1 The Code of Canon Law (c. 537) requires that "in each Parish there is to be a Finance Committee to help the Parish Priest in the administration of the goods of the Parish ... it is ruled by the universal law and by the norms laid down by the Diocesan Bishop." The Finance Committee has the right and the responsibility to know the full financial situation of the Parish.
- 2.2 The Parish Priest (or the duly appointed administrator) is the administrator of the goods of the Parish (c. 532) and the Finance Committee acts only in an advisory capacity. At the same time the Parish Priest must remember that it is the parishioners who have provided the assets.
- 2.3 Owned by a public juridic person, the temporal goods of the Parish are ecclesiastical goods and are regulated by the universal law in the Code of Canon Law, by the decrees of the Australian Bishops' Conference complementing the universal law, and by the norms issued by the Bishop for the Diocese (c. 1257 §1, c. 1276 §2).
  - In canon law, the term *temporal goods*, also commonly referred to as *church property*, refers to all types of material assets including real property, personal property and intellectual property.
  - Ecclesiastical goods of a Parish include all the temporal goods belonging to the parish as a public juridic person.
  - The stewardship of temporal goods involves their acquisition, retention, administration and alienation, and also their supervision.
  - The stewardship of the ecclesiastical goods of the Parish is the responsibility of the Parish Priest and the parochial community.
- 2.4 The Parish Priest is, therefore, to consult with the parishioners for the major directions of his administration and render an account of the consultation undertaken. He is to render an account of the goods given to the Parish (c. 1287 §2). Such examples of an account would be (depending on the significance of the decision): Parish bulletins; Parish forums; independent advice; involvement of Chancery experts to assist; reflections of discussions in the Finance Committee and Pastoral Council Minutes; genuine attempts to resolve parishioner concerns.

- 2.5 The parishioners are entitled to express their views and have a duty to support the Parish Priest in his endeavours for the good of the Parish. Through the Finance Committee, the parishioners are to assist the Parish Priest in administering Parish finances, in maintaining Parish properties, in planning future capital works, in raising the necessary finances for the operation of the various Parish services, and in establishing a framework for greater shared responsibility within Parish life.
- 2.6 The administration of temporal goods is carried out with the following objectives in mind: celebration of the liturgy; provision of support for the clergy and other ministers; the carrying out of works of the sacred apostolate and of charity (c. 1254 §2).
- 2.7 Members of the Finance Committee bear no legal responsibility by virtue of their membership. This is because of the nature of ecclesiastical governance, and the way in which such governance is recognised civilly. "Parish" is a canonical entity, not a civil entity. Subsequent to the 1936 Roman Catholic Church Trust Property Act, in NSW the legal entity that encompasses the financial and administrative dimension of each Parish community is "*The Trustees of the Roman Catholic Church for the Diocese of Broken Bay (the Trustees)*". The Trustees delegate financial and administrative responsibility for a Parish to the Parish Priest by virtue of his appointment.

### 3. MEMBERSHIP

3.1 The minimum composition of the Finance Committee shall be:

- a) The Parish Priest;
- b) The Assistant Priest/s;
- c) Three (3) members of the Parish, elected by the parishioners or chosen by the Parish Priest;

Persons related to the Parish Priest up to the fourth degree of consanguinity or affinity are excluded from the Finance Committee (Canon 492 §3). Other exclusions are those burdened with bankruptcy.

The Parish accountant could be a member of the Committee, on a consultative basis, and to report on finances, but should not have a vote on issues deliberated upon. Likewise, any other consultant appointed by the Parish Priest, may be invited to the Finance Committee from time to time, but should not have a vote on issues deliberated on, nor be present while those deliberations take place. Knowledge of Parish needs and financial capacities should be sought and applied where appropriate.

3.2 Parish Pastoral Council membership of the Parish Finance Committee

While it is acknowledged that the Parish Pastoral Council and the Parish Finance Committee are distinct structures, with the scope of the Parish Pastoral Council including the practical encouragement of the pastoral and evangelising activity of the Parish, a member of the Parish Pastoral Council should serve as either an ex-officio member or an observer on the Parish Finance Committee, or vice versa, to ensure good communication and coordination between these two advisory bodies.

3.3 The Parish Priest determines whether the three (3) members of the Parish are to be elected by the parishioners or chosen by himself. If he decides that any or all are to be elected, he is free to decide the method of election.

3.4 Members of the Finance Committee are chosen or elected because of their integrity and should:

- be competent in financial matters;

- be committed to the wellbeing of both the Parish community and the Diocese; and
- respect the confidentiality of matters brought before them when specified as such.

Other competent members may be added to the Committee if, in the judgment of the Parish Priest, the needs of the Parish require a larger number. Whatever process is undertaken in appointing members, it needs to be transparent and the Parish community should know the process adopted and how decisions are made.

- 3.5 After three (3) years, members may be re-elected or re-appointed only for one further consecutive term. Additionally, some change to the membership of the Committee is to take place over the initial three (3) years.
- 3.6 Suspension of the Committee (if considered necessary by the Parish Priest) requires the approval of the Bishop who will instigate a process to resolve the issue(s) given rise to the situation. Dismissal of a member for a serious reason, may be effected by the Parish Priest, after consultation of the other members of the Committee.
- 3.7 If, during the Committee's term of office, the Parish becomes vacant of a Parish Priest, the Committee should not meet unless requested to do so by the Bishop or the Vicar General. For the avoidance of doubt, decisions are unable to be made by the Committee in the absence of an appointed Parish Priest (or administrator). An interim Administrator of the Parish may, with the approval of the Bishop, establish an interim Committee, if necessary. The new Parish Priest is to establish a new Committee, not excluding members of the previous Committee, within three (3) months of taking office. An Administrator of the Parish may, with the approval of the Bishop, establish an interim Committee, if necessary. There may be occasions when the Parish Accountant is to be in attendance, as knowledge of Parish needs should be sought as appropriate.

#### **4. MEETINGS**

- 4.1 Meetings of the Finance Committee must be held at least every three (3) months and may be held more often.
- 4.2 The Parish Priest is President of the Finance Committee. He may invite a member of the Committee to act as Chair.
- 4.3 A quorum shall consist of a simple majority.
- 4.4 One (1) member of the Committee is to act as Secretary and shall be responsible for keeping minutes of the meetings.
- 4.5 Should a member miss four (4) consecutive meetings without a good reason, the member is deemed to have resigned.

#### **5. CONFLICTS OF INTEREST**

- 5.1 Members must disclose an actual or potential conflict of interest as soon as it arises. The nature of the conflict of interest should be minuted. Members may be asked to exit when the matter that the conflict relates to arises and their entry and exit from the meeting is to be minuted.
- 5.2 Other exclusions of membership due to a conflict of interest would be people who are receiving financial benefit from the parish.
- 5.3 Declarations will be sought annually from all members and maintained in a Conflicts of Interest Declaration Register.

## 6. FUNCTIONS & DUTIES

The role of the Finance Committee is to **assist, in an advisory capacity, the Parish Priest perform his role of the administering the ecclesiastical goods pertaining to the Parish which he governs.**

In ensuring the Parish Priest administers the Parish well and faithfully, the **Finance Committee is to assist the Parish Priest in the following ways:**

- 6.1 Advise the Parish Priest on any **financial policies and transactions for the Parish**, including appropriate accounting and internal control systems.
- 6.2 **Prepare an annual budget of income and expenditure** over the coming year for the financial management of the Parish, together with a rolling **five year forecast**.
- 6.3 Assist the Parish Priest to **keep current and accurate financial records** of the Parish by ensuring the presentation of **the totals of income and expenditure at least quarterly**, to be prepared by the Parish accountant/bookkeeper, **specifying major items of expenditure and income (since the last meeting), including all accounts relevant to the Parish Financial Return and any significant fact relating to finances or property.**
- 6.4 Assist the Parish Priest in **implementing and supervising fundraising programs**, according to Diocesan Policy, which aim to provide adequate income for the Parish, the Diocese and the support of the clergy.
- 6.5 Assist the Parish Priest in relation to all **borrowings of the Parish from the Catholic Development Fund (CDF).**
- 6.6 **Ensure surplus funds are deposited on a timely basis with the CDF.**
- 6.7 **Manage Bequests in accordance with Diocesan Policy**, and in particular in full compliance with Canon Law and the civil laws of equity which provide for proper investment of funds not immediately utilised for a specific purpose and to provide that any interest gained from such investment remains part of that investment and that there be no intermingling of funds (even within the CDF) between investments and other monies.
- 6.8 Assist the Parish Priest in **drawing up and maintaining an inventory of all Parish assets** required by Canon Law and for the purposes of insurance.
- 6.9 Review all Parish insurances annually, **ensuring all Parish insurances are adequate** and are with Catholic Church Insurances (CCI).
- 6.10 Assist the Parish Priest in **ensuring appropriate risk management practices are in place** for the Parish, including adherence to the Work Health & Safety (WHS) Policies of the Diocese to ensure the safety and protection of Parish personnel and parishioners.
- 6.11 Where the Parish carries out **any other operations e.g. cemeteries, assist the Parish Priest in ensuring that the Parish meets all its responsibilities**, legal and otherwise, in relation thereto.
- 6.12 Assist in the **preparing of the annual Parish Financial Return (PFR)** and submitting it to the Diocese, **within four (4) months** from the end of the calendar year.
- 6.13 Prior to forwarding the Parish Financial Return to the Diocese, the Parish Priest is to **present a full copy of the Parish Financial Return Report to a meeting of the Finance Committee.**
- 6.14 Assist and ensure the Parish Priest **presents an Annual Report of the Parish's financial status over the preceding twelve (12) months to all Parishioners**, within five (5) months from the end of the calendar year, as well as advising Parishioners of the Parish Pastoral Revenue collected (income only).

- 6.15 Alert the Parish Priest of anything he should be informing the Bishop regarding **financial trends which could affect the stable patrimony of the Parish.**
- 6.16 Assist the Parish Priest in **formulating and implementing a ten (10) year maintenance program for Parish property**, including all assets and equipment.
- 6.17 Assist the Parish Priest in **obtaining quotes for building and maintenance projects** and to offer advice as to the suitability of tenders.
- 6.18 Ensure that **prior to the sale or lease of property the approval of the Bishop and the College of Consultors is obtained.**
- 6.19 **Organise correctly and protect in a suitable and proper archive, the documents and records on which the property rights of the Church or the institute are based**, and deposit authentic copies of them in the archive of the Chancery when it can be done conveniently.

Any expenditure or Acts of Extraordinary Administration, which, in accordance with diocesan law, requires the permission of the Bishop, must be discussed by the Finance Committee before being submitted to the Bishop by the Parish Priest. The Committee's opinion is recorded in the submission. Acts of Extraordinary Administration have been defined by decree dated 27 March 2018 and are **annexed** to these Statutes.

Any Church property such as religious artefacts, works of art, furnishings, objects of historical value, etc, is not to be alienated, ie sold or given away, without consulting the Finance Committee and only after valuation by an independent expert. For items valued at over \$1,000, the permission of the Bishop is to be sought in writing. Common sense and sensitivity to local history and custom is required.

The Parish Priest or Finance Committee members are neither to initiate nor contest law suits on behalf of the Parish in civil courts without the express Bishop's written permission.

Any correspondence relating to the Parish Finance Committee is to be signed by the Parish Priest or Parish Administrator when communicating with the Bishop or Diocesan Financial Administrator or any other Chancery Personnel.

## ANNEXURE

### 1. Acts of Ordinary Administration

Acts of Ordinary Administration are acts of the Parish Priest (provided under the terms of delegation provided him by the Trustees) that include transactions and expenditures which are considered to be necessary for the daily and routine operation and maintenance of the property, or work of the Parish. These Acts include:

1. Collection of debts, rents and interest.
2. Maintenance of Church buildings.
3. Payment of salaries and taxes.
4. Acceptance of donations to which there are no qualifying obligations or conditions.
5. Replacement of equipment and furniture.

These Acts are considered part of the Parish financial management, which should be operating within the annual Parish budget as approved by the Parish Finance Committee.

### 2. Acts of Extraordinary Administration

Acts of Extraordinary Administration are still acts of the Parish Priest, but they also require consent of the Parish Finance Committee and permission and approval from the Bishop and the College of Consultors.

Acts of Extraordinary Administration for Parishes are defined as being:

1. Capital expenditure in excess of \$50,000.
2. Any purchase of land or immovable goods.
3. Selling, exchanging or mortgaging Parish property; building or rebuilding a Church.
4. Formation of companies or entering into a joint venture arrangement.
5. To enter as a party involved in a law suit.
6. Change in purpose of a Parish property (ie build, raze or rebuild in a new form, a Church building, or to make repairs upon such buildings totalling more than \$50,000).
7. Any commercial lease or license of premises.
8. Any residential lease for a term exceeding 12 months.
9. Any transaction involving investment of Church funds in a non-bank financial institution, shares, debentures, bonds, managed funds, investment trusts, other than the Diocesan Catholic Development Fund (CDF). For the avoidance of doubt, any investment other than with the CDF.
10. Any borrowing other than from the CDF.
11. Any borrowing from the CDF in excess of \$50,000.
12. Any commercial agreement for a term exceeding 12 months.
13. Acceptance or refusal of bequests to which are attached some qualifying obligations or conditions.
14. Establishing a Cemetery or Columbarium.
15. Other transactions as determined from time to time by the Bishop.



**MOST REVEREND PETER A COMENSOLI  
BISHOP OF BROKEN BAY**

By the Grace of God and the Authority of the Apostolic See

**DECREE**

**DEFINITION OF ACTS OF EXTRAORDINARY ADMINISTRATION AS  
APPLIED TO PARISHES**

2018/04

**Whereas** Canon 1281 provides:

*§1. Without prejudice to the provisions of the statutes, administrators act invalidly when they exceed the limits and manner of ordinary administration, unless they have first received in writing from the Ordinary the faculty to do so.*

*§2. The statutes are to determine what acts which exceed the limit and manner of ordinary administration. If the statutes are silent in this regard, it is for the diocesan bishop, after consulting the Finance Council, to determine those acts for persons subject to him.*

**Whereas** Canon 1284 §2 requires Administrators:

*6<sup>o</sup> with the consent of the Ordinary, make use of money which is surplus after payment of expenses and which can be profitably invested for the purposes of the juridical person.*

**Whereas** Canon 1295 provides:

*The provisions of Canons 1291 – 1294, to which the statutes of juridical persons are to conform, must be observed not only in alienation, but also in any dealings in which the patrimonial condition of the juridical person may be jeopardised.*

**Whereas** in the Diocese of Broken Bay various acts of extraordinary administration have been defined and permission is required for parishes to enter into those acts.

**Whereas** from time to time it is opportune to review those definitions taking into account changing circumstances.

**Whereas** there has been consultation with the Diocesan Finance Council, the College of Consultors and the Council of Priests.




By this DECREE the following shall be considered acts of extraordinary administration:

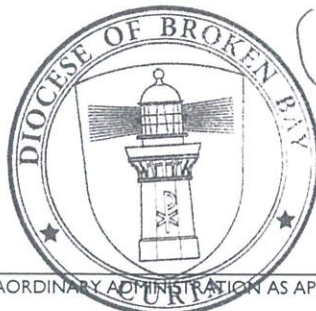
1. Capital expenditure in excess of \$50,000.
2. Any purchase of land or immovable goods.
3. Selling, exchanging or mortgaging Parish property; building or rebuilding a Church.
4. Formation of companies or entering into a joint venture arrangement.
5. To enter as a party involved in a law suit.
6. Change in purpose of a Parish property (ie build, raze or rebuild in a new form, a Church building, or to make repairs upon such buildings totalling more than \$50,000).
7. Any commercial lease or license of premises.
8. Any residential lease for a term exceeding 12 months.
9. Any transaction involving investment of Church funds in a non-bank financial institution, shares, debentures, bonds, managed funds, investment trusts, other than the Diocesan Catholic Development Fund (**CDF**). For the avoidance of doubt, any investment other than with the CDF.
10. Any borrowing other than from the CDF.
11. Any borrowing from the CDF in excess of \$50,000.
12. Any commercial agreement for a term exceeding 12 months.
13. Acceptance or refusal of bequests to which are attached some qualifying obligations or conditions.
14. Establishing a Cemetery or Columbarium.
15. Other transactions as determined from time to time by the Bishop.

This Decree will take effect on 27 March 2018.

Given at the Chancery Office of the Diocese of Broken Bay.

Dated 27 day of March in the year of Our Lord 2018.

  
Most Rev Peter A Comensoli  
Bishop of Broken Bay



  
Josephine Robertson  
Chancellor and Notary





# Holy Name Parish Fundraising Committee Charter

## **1. Purpose**

The Holy Name Parish Fundraising Committee is appointed by the Parish Priest to assist in the development and implementation of special events by which the income of the Parish might be supplemented annually.

## **2. Objectives of the Committee**

- 2.1. The Committee seeks to fundraise in such a way as also to grow the social life of the community, and the sense of participation in the Parish.
- 2.2 The Holy Name Parish Fundraising Committee seeks to raise monies for
  - 2.2.1 the supplementation of the general income for the benefit of the Parish's operation
  - 2.2.2 specific purposes determined by the Parish Priest advised by the Parish Pastoral Council and the Parish Finance Committee.
- 2.3 The Holy Name Parish Fundraising Committee does not determine the project to which the fundraising is to be directed. The intent of the fundraising of any event will be determined by the Parish Priest advised by the Parish Pastoral Council and the Parish Finance Committee prior to the event.
- 2.4 Though it is understood that specific projects attract funding
  - 2.4.1 Unless one or both of these annual events is conducted expressly for a specific purpose, the monies raised at the event will become part of the general parish revenue.
  - 2.4.2 If one or both of these annual events is conducted with a specific purpose in mind, the monies raised at the event will be dedicated solely for that purpose, and be kept separately from the Church Account
- 2.5 The Holy Name Parish Fundraising Committee will endeavour to stage two Fundraising Events annually, preferably in May & October. The Committee is responsible for determining the type of event.
- 2.6 The Committee will be transparent in the purpose of fundraising initiatives.

### **3. Membership**

3.1. Members of the Holy Name Parish Fundraising committee are appointed by the Parish Priest for a three year term, renewable. One of the members of the Committee will be invited by the Parish Priest to act as Chair.

3.2. Further members may be co-opted by the Committee, through the Chair of the Committee, if need and/or circumstances arises.

### **4. Responsibilities**

4.1. The Committee has the following significant responsibilities:

4.1.1. Determination & scheduling of key fundraising events

4.1.2. Governance and oversight of fundraising events

4.1.3. Review fundraising performance

4.1.4. Preparation of a detailed financial report of each key function within 30 days of the event completion. The Parish Priest will communicate financial reports to the Parish Finance Committee

4.1.5. All funds generated are to be deposited to the Parish Bank Account, notwithstanding 2.4.2

### **5. Alternative Strategies related to Specific Projects**

5.1 From time to time, it may become apparent that alternative means of fundraising, other than the May and October social events, are required for specific projects to grow the life of the Parish. Such may be the case, for example, in fundraising related to a new parish pipe organ.

5.2 In such a situation, the Parish Priest will propose to the Parish Fundraising Committee a specific fundraising strategy related to the project, seek the advice of the Parish Fundraising Committee and discuss ways with the Committee to implement such a strategy in a way that can be integrated into the ordinary commitment of the Parish Fundraising Committee.

### **6. Exceptions to the Brief of the Parish Fundraising Committee**

6.1. The Parish Fundraising Committee does not have responsibility for the Parish Planned Giving Programme nor for the income of the First and Second Collection – the means by which the ordinary operational expenses of the Parish are met.

6.1.1. The Parish Planned Giving Programme is renewed on annual basis through:

6.1.1.1. Letters of gratitude to those contributing, sent in July/August annually

6.1.1.2. Presentation of Financial Report to Parish in September annually

6.1.1.3. Invitation to new parishioners to contribute to the Planned Giving Programme

6.1.2. The Parish Planned Giving Programme is renewed every third year through:

6.1.2.1. Renewal of Parish Census (May)

6.1.2.2. Presentation of Financial Report (September)

6.1.2.3. Month long promotion of renewal of Planned Giving Program (September)

6.1.3. The next three yearly renewal of the Parish Planned Giving Programme occurs in 2016.

6.1.4. The renewal of the Parish Planned Giving Programme is undertaken by the Parish Priest in collaboration with the Parish Finance Committee.

- 6.2. The Parish Fundraising Committee does not have responsibility for the Special Purpose Charity Collections undertaken by the Parish annually
- The Charitable Works Fund Appeal
  - Project Compassion
  - Catholic Missions
  - Good Friday Holy Places Collection
  - Stella Maris Collection for Apostleship of the Sea
  - St. Vincent de Paul Winter and Christmas appeals
- 6.3 From time to time, the Parish Priest in collaboration with the Parish Finance Committee and Parish Pastoral Council will make application for external financial grants (e.g. NSW Government Community Partnerships Grants) for the funding of specific projects. The application for such grants will not ordinarily involve the Parish Fundraising Committee.
- 6.4 From time to time requests are made for fundraising in the Parish related to personal and social situations, for example:
- A young adult may be travelling overseas on a mission immersion experience
  - An appeal may be made for a special purpose in regard to a national/international crisis or social need
- 6.5 The Parish Fundraising Committee does not have responsibility for such individual appeals which are conducted on the discretion of the Parish Priest. In each of these situations, it is incumbent upon the person seeking funds to propose and to implement the means of fundraising. The Parish Priest is to ensure that such occasions are periodic only, are balanced with other primary appeals and responsibilities of the Parish, and are in synergy with the work of the Parish Fundraising Committee.

## **7. Fundraising Classifications**

7.1. Any event that is sponsored or organised through the Parish should be classified as primarily either a fundraiser or a social event. The committee should determine this classification. If an event is a social event then the Fundraising Committee should not be responsible or provide formal support for that event. It is the responsibility of the Fundraising Committee to ensure they are aware of the classification and as such should maintain a list of all events where a fee is involved as well as the classification.

7.2. Classifications are:

7.2.1. Fundraiser

7.2.1.1. Parish Projects

7.2.1.2. Special Needs Fundraising (individuals)

7.2.2. Social Events

## **8. Meetings**

8.1. The Committee will meet at such times as the Committee Chair or any member of the Committee may request.

8.2. A quorum for a committee meeting will be a majority of committee members.

8.3. Other advisors may be invited by the Chair of the Committee to attend part or all of any meeting.

8.4. Copies of Committee reports together with minutes of each Committee meeting, will be circulated to all members.

8.5. The Parish Priest will keep the Parish Pastoral Council and Parish Finance Committee briefed as to the work of the Parish Fundraising Committee.

**9. General**

9.1. The Committee will conduct an annual review of its performance and effectiveness by reference to this Charter.

9.2. This review process will include a review of the terms of this Charter.

9.3. Any changes required to this Charter must be approved by Parish Priest.



## CATHOLIC DIOCESE OF BROKEN BAY

### CODE OF CONDUCT POLICY

#### CONTENT

This document contains the Diocese of Broken Bay (**Diocese**) Code of Conduct Policy.

#### APPLICATION & SCOPE

This Policy applies to clergy, employees, contractors, volunteers, work experience students and trainees (**Workers**) of the Diocese including those working in its Parishes. Where an Agency within the Diocese (such as the Catholic Schools Office or CatholicCare) has its own policy, the relevant Agency policy will apply to Agency Workers.

#### PURPOSE

The purpose of this policy is to set the standards of conduct, professional and personal behaviour that the Diocese requires of its workers to uphold and achieve a safe, supportive, productive and harmonious workplace.

#### POLICY

##### 1. LAWFUL COMPLIANCE

Workers must:

- 1.1. obey the law including but not limited to complying with legislation, contractual obligations and industrial instruments;
- 1.2. comply with Diocesan policies; and
- 1.3. comply with reasonable and lawful directions given to them by the Diocese.

##### 2. ETHICAL BEHAVIOUR

Workers are required to:

- 2.1. respect the dignity, rights and views of others;
- 2.2. listen and seek to understand different points of view (this does not necessarily mean agreeing with the point of view);
- 2.3. act respectfully towards their supervisors and peers, including but not limited to respecting the decisions of management regardless of whether workers agree with the decision; act cooperatively with persons who may perform review and assurance activities such as internal audit, compliance and risk management;
- 2.4. respect cultural, ethnic and religious differences;
- 2.5. demonstrate inclusion and support for people with a disability;
- 2.6. acknowledge the genuine contributions that others make;
- 2.7. when expressing feedback doing so objectively in a considerate manner with a moderate tone and demeanour;
- 2.8. not harass, bully or unlawfully discriminate against colleagues, clients or members of the public;
- 2.9. be courteous, fair, sensitive and considerate to the needs of others in the workplace;
- 2.10. be honest and act with integrity;
- 2.11. actively assist in managing workplace conflict, regardless of whether the conflict impacts personally on them or their workers, to achieve positive and constructive outcomes;

- 2.12. understand, promote and support the principles and standards put forward in *Integrity in the Service of the Church* to the extent that those principles and standards apply to the Worker's role and are not inconsistent with the specific policies of the Diocese;
- 2.13. in respect of Workers who are Clergy and religious engaged in Ministry on behalf of the Catholic Church, understand, promote and support the principles put forward in *Integrity in Ministry*;
- 2.14. When working with children and young people, Workers must:
- (a) not make negative comments about their appearance or overly positive including without limitation excessive flattery;
  - (b) not adopt inappropriate or overly familiar 'pet names' or 'nicknames' towards them;
  - (c) not groom them;
  - (d) not make enquiries of a sexual nature toward them;
  - (e) not be disrespectful or discriminatory towards them;
  - (f) not vilify or humiliate them;
  - (g) not swear or use offensive language within earshot of them;
  - (h) not allow them to access or facilitate their access to pornography or sexually explicit material;
  - (i) intervene and report any sexual harassment, discrimination or abuse that involves them;
  - (j) avoid correspondence of a personal nature with them, unless you have the written consent of their parent or guardian;
  - (k) avoid introducing 'secrets' to them;
  - (l) not discuss personal lifestyle details or opinions of self to them or about them that could be perceived as overly personal;
  - (m) not visit or otherwise contact a child outside of hours, except with their parent or guardians consent;
  - (n) if a child's parent or guardian wishes to engage you to mentor, tutor or care for them outside of your work at the Diocese;
    - i. do so in their own individual capacity only and not in conjunction with the Diocese; and
    - ii. must disclose this to their supervisor;
  - (o) not perform unwarranted or unwanted touching of them or engage in inappropriate unnecessary physical contact including without limitation massage, kisses, tickling games or facilitate situations which unnecessarily result in close physical contact with them;
  - (p) not administer corporal punishment to them including without limitation physical discipline or smacking;
  - (q) avoid transporting when unaccompanied;
  - (r) not undress using facilities set aside for them or otherwise undress in sight of them;
  - (s) not give personal gifts, provide special favours, single them out for special duties or responsibilities;

- (t) not consume alcohol, tobacco or other drugs (illicit or otherwise) in their presence or offer alcohol, tobacco or drugs (illicit or otherwise) to them;
- (u) not administer medication to them without the consent of their parent or guardian and then only within the Worker's specific scope of practice.

### **3. PROFESSIONAL BEHAVIOUR AND DEVELOPMENT**

Workers are expected to:

- 3.1. maintain a high standard and quality of work;
- 3.2. maintain and develop knowledge and understanding relevant to their role and any required area of expertise;
- 3.3. continuously seek to improve work performance and bring about improvements in the workplace;
- 3.4. exercise care, responsibility and sound judgement when carrying out their duties;
- 3.5. maintain adequate documentation to support decision making;
- 3.6. take reasonable care of their safety and health;
- 3.7. take reasonable steps that their acts and or omissions do not adversely affect the health and safety of others;
- 3.8. comply with policies or procedures;
- 3.9. refrain from carrying out their duties under the influence of alcohol, illegal substance, or any substance which impairs work performance or poses an actual or potential risk to the health and safety of themselves or others;
- 3.10. not ignore work duties or waste time during working hours;
- 3.11. not take or attempt to take improper advantage of any information gained during employment;
- 3.12. not take or attempt to take improper advantage of their position to benefit themselves or others;
- 3.13. not allow personal political views, affiliations or personal interests to influence the performance of their duties or responsibilities;
- 3.14. maintain confidentiality; and
- 3.15. report to the Manager, Administration and Customer Service any instance where the worker believes they have observed or they themselves, have been the subject of inappropriate workplace behaviours.

### **4. CONFLICTS OF INTEREST**

Workers must not place themselves in a position where there is an 'actual or sensible possibility' of conflict between either a personal interest or a duty owed elsewhere and the worker's duties and obligations as an employee or volunteer of the Diocese.

Workers must:

- 4.1. not have a personal interest (pecuniary or otherwise) or an outside engagement that is inconsistent with the best interests of the Diocese;
- 4.2. not use their position with the Diocese to obtain advantage for themselves or a third party without the fully informed written consent of the Diocese; and
- 4.3. not use Diocesan property or business opportunities for their own benefit or the benefit of a third party;

- 4.4. disclose a conflict of interest (or potential conflict) to the Diocese as soon as the Worker becomes aware. Disclosing the conflict does not infer that the Diocese has agreed to allow the Worker to continue to hold the interest that has created the conflict or absolve the Worker from potential disciplinary action for allowing the conflict to arise in the first place or not immediately notifying the Diocese of the conflict of interest whether actual or perceived;
- 4.5. avoid a conflict of interest and where a conflict of interest arises, immediately notify the Diocese in writing and cooperate with any direction that the Diocese makes to the Worker about managing the conflict of interest;
- 4.6. When considering whether there is a conflict of interest workers should ask themselves:

*Do I have a personal interest that may conflict or be perceived to conflict with my position at the Diocese?*

*Could there be benefits for me, now, or in the future, that could cast doubt on my objectivity to make decisions in my position at the Diocese?*

*How would my involvement in the decision or action be viewed by others?*

Examples of Conflicts of Interest are:

Position	Conflict
<b>Parish Sacramental Coordinator</b>	The Parish Sacramental Coordinator recommends that the Confirmation programs be printed by ABC Printing Pty Ltd, a company that is owned by her uncle. She does not disclose the interest or seek the written informed consent of the Diocese before making the recommendation.
<b>Parish Priest</b>	The Parish Priest allows ABC Travel Pty Ltd to advertise in the Parish Bulletin. He does not disclose that in return he is provided with free airline tickets for his annual holiday. He does not disclose the interest or seek the written informed consent of the Diocese before putting the arrangement in place.
<b>Property Manager</b>	Knowing that the Diocese is about to develop a site at ABC Parish (which will likely significantly increase the value of commercial properties in the immediate vicinity of the site), the Property Manager tells a local property developer (before the announcement is made public) in return for a reduced commission on the sale of his house.
<b>Human Resources Officer</b>	The Human Resources Officer uses ABC Recruitment Agency because, unbeknown to the Diocese, he/she personally receives free movie tickets from ABC Recruiting Agency every time he/she uses them to place temporary Workers.
<b>Financial Manager</b>	The Financial Manager decides to engage ABC Accounting as the Diocesan external accountants because they will do his personal tax returns for free.

## 5. GIFTS AND BENEFITS

- 5.1. Workers must not solicit or accept gifts, benefits or hospitality which might be reasonably seen to either directly or indirectly compromise or influence their professional duties with the Diocese.



- 5.2. Gifts of a nominal value generally used for promotional purposes, or moderate acts of hospitality offered as a genuine thank you by a client, may be personally retained if they have not been solicited by the Worker or could not be seen to have comprised or unduly influenced the Worker's professional duties with the Diocese.
- 5.3. Gifts or hospitality offered as an inducement to purchase, provide information or treat someone favourably are not permitted regardless of their monetary value. Examples of inducement include a recruitment agency offering theatre tickets for each temporary person employed.

## **6. SECONDARY EMPLOYMENT**

- 6.1. Workers employed on a full-time basis must seek and obtain approval in writing from the Diocese prior to engaging in any secondary employment or business activity, including employment within a family company.
- 6.2. Workers employed on a part-time or casual basis must seek approval to undertake secondary employment from the Diocese if the employment may result in potential conflicts of interest that could adversely impact on the Worker's ability to perform their duties with the Diocese, including work, health & safety concerns, or where the secondary employment may affect the Diocese's financial position, services, clients or standing in the community.
- 6.3. Approval for secondary employment is still required when a Worker who is in the paid employment of the Diocese is on leave, including periods of leave without pay.
- 6.4. Where a Worker who is an employee of the Diocese is already involved in secondary employment, he/she must provide details of the secondary employment to the Diocese and obtain the necessary approval.
- 6.5. The Diocese will not unreasonably withhold consent for the Worker to undertake secondary employment; however Workers are still required to advise the Diocese in writing and obtain its consent.

To assist in seeking approval for secondary employment, please complete the **Application For Secondary Employment Approval Form**.

## **7. MANAGEMENT OF RESOURCES**

- 7.1. Workers are required to use Diocesan resources economically and ethically. Resources include but are not limited to money, facilities and equipment owned by or within the control of the Diocese.
- 7.2. Workers also have a duty to ensure Diocesan resources are only used for their intended purpose, are well maintained and secured against theft or misuse.
- 7.3. Workers are accountable for their use of Diocesan work time and resources. Workers must not use Diocesan work time or resources for an outside interest, secondary employment or personal gain. Examples might include the development of a personal commercial idea or writing a book to sell privately.
- 7.4. Workers have a duty to report to the Diocese improper use, waste or abuse of resources, corrupt or fraudulent conduct, inadequate administration or short fallings in accountability.

## **8. ACTIVITIES AND PUBLIC COMMENT**

- 8.1. Workers are free to engage in political, professional, charitable and interest groups provided the participation does not give rise to the conflict with the Diocese's values.
- 8.2. Although Workers have a right to express personal views through public comment or the media, they are not to give the impression they are speaking on behalf of or representing the views of the Diocese unless they have prior authorisation from the

Bishop or his delegate. This includes public speaking, media comments and letters, comments to online services.

## **9. PROTECTED DISCLOSURES**

- 9.1. In reporting any suspected improper use, fraud, waste, abuse of resources, corrupt conduct, inadequate administration or accountability, a disclosing Worker is entitled to protection from adverse actions taken against them purely because of the disclosure. Protection is not afforded to the disclosing party in respect of the reasonable actions of management toward the disclosing party that are taken for a reason, other than the disclosing party making the disclosure.
- 9.2. Disclosing Workers are not entitled to protection for disclosures that are in the reasonable belief of the Diocese vexatious, malicious or made to assist the disclosing party to avoid disciplinary action.

## **10. CONFIDENTIALITY**

- 10.1. Workers who are in the paid employment of the Diocese must not divulge, either during employment or after the cessation of their employment, any confidential information obtained during their engagement with the Diocese.
- 10.2. Confidential information includes, but is not limited to:
  - information about individuals, including but not limited to former, current and future workers and clients;
  - information about the Diocesan finances;
  - computer databases and computer software; and
  - all other information obtained in the course of working for the Diocese that is, by its nature, confidential or personal information.

## **11. BREACH**

Workers have a responsibility to report any suspected breaches to their manager immediately. Where the suspected breach involves their respective manager, Workers are required to report the matter immediately to their manager's supervisor.

## REFERENCE

Integrity in the Service of the Church

Integrity in Ministry

## RELATED FORMS

Application For Secondary Employment Approval Form

## RELATED POLICIES

Acceptable Use of Electronic Communications Systems & Devices Policy

Managing Concerns, Complaints & Commendations Policy

Inappropriate Workplace Behaviour Policy

Performance Appraisal, Professional Development and Managing Underperformance Policy

Privacy Policy

Work Health & Safety Policy

## POLICY REVIEW

Review of this Policy, related forms and resources will be undertaken every 2 years by the Manager, Administration & Customer Service with the approval of the Diocesan Financial Administrator.

## REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date
Apr 2009	1.	Code of Conduct	Update	Apr 2009	Apr 2009
Oct 2013	2.	Code of Conduct	Update	Oct 2013	Oct 2013
20/02/17	3.	Code of Conduct	Update	Feb 2017	Feb 2017
16/08/18	4.	Code of Conduct	Review	Aug 2018	Aug 2018
10/05/19	5.	Code of Conduct	Review	May 2019	May 2019

## APPROVAL DATE/REVISION SCHEDULE

Approved by: Emma McDonald, Diocesan Financial Administrator

Date: 10 May 2019

To be Revised: 10 May 2021

# **Integrity in the Service of the Church**

## **A Resource Document of Principles and Standards for Lay Workers in the Catholic Church in Australia**

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A Committee of the Australian Catholic Bishops & the Leaders of Religious Institutes in Australia

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Requests and enquiries concerning reproduction and rights should be addressed to:

Executive Officer,

National Committee for Professional Standards

PO Box 7132

Alexandria NSW 2015

Phone: (02) 9669 6218      Fax: (02) 9669 6216

Websites:    Australian Catholic Bishops Conference: [www.catholic.org.au](http://www.catholic.org.au)  
Catholic Religious Australia: [www.catholicreligiousaustralia.org](http://www.catholicreligiousaustralia.org)

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### INTRODUCTION

*Integrity in the Service of the Church* (A Resource Document) represents the third stage in the compilation of a document of principles and behavioural standards which will serve as a resource for Lay Church Workers, both employees and volunteers.

The principles and standards in this document, with due distinction, parallel those for religious and clergy found in *Integrity in Ministry*, and reflect the fundamental belief that all people are made in the image of God and are worthy of respect. *Integrity in the Service of the Church* aims to help Church Workers reflect on and uphold Christian vision and values in all relationships and actions.

The service of Church Workers has its origins in the Gospel and in particular in Jesus' statement that he had come that all might have life, 'life in all its fullness.' (John 10:10). The principles and standards put forward in this document are extensions of five basic principles for Church Workers in which they:

1. are committed to justice and equity
2. uphold the dignity of all people and their right to respect
3. are committed to safe and supportive relationships
4. reach out to those who are poor, alienated or marginalised
5. strive for excellence in all their work.

**Service, given according to these principles, is life-enriching for both providers and recipients.**

The National Committee for Professional Standards is grateful to all who assisted in the preparation of this Document and its 2007 and 2009 consultation and trial precursors. Their work takes us a significant step forward in the generation of appropriate behavioural standards across the Australian Church.

It is to be noted that the document is not, itself, a code of behaviour but aims to provide resources which groups of Church Workers might use in devising their own specific guidelines, documents and processes.

Your organisation may already have behavioural guidelines and processes. When you review your guidelines and processes, it may be useful to refer to this Resource Document. The National Committee welcomes any suggestions for further improvement of its Resource Document which arise in such a review.

*+ Philip Wilson .*

Archbishop Philip Wilson DD JCL  
Co-Chair  
National Committee for Professional Standards

*Annette Cunliffe*

Sr Annette Cunliffe RSC  
Co-Chair  
National Committee for Professional Standards



### PREAMBLE

#### What is this Document about?

This Document outlines principles of conduct for any lay person who performs paid or unpaid work in the service of the Church (*Church Worker*). Church Workers, along with clergy and religious, contribute to the mission of the Church. This document deals with the behavioural standards expected of them in their work.

The principles and standards in this document, with due distinction, parallel those for religious and clergy found in *Integrity in Ministry*.

#### Who is the Document for?

- organisations or bodies within the Church to which Church Workers belong.
- those who employ, engage, assign, supervise, train or are responsible for Church Workers.

#### What use is to be made of the Document?

This document is not a code of conduct. It is meant as a guide to assist organisations to develop new, or review existing, behavioural processes and/or guidelines to meet their own particular circumstances or needs. It is also non exhaustive in its content. Different groups may draw from the principles and standards given here and adapt them and extend them according to their own situations.

Organisational guidelines, policies and procedures are developed by organisations to assist in the effective management of their business. Such guidelines, policies and procedures are not intended to be legally binding on the organisation. They are not incorporated in contracts of employment. The organisation may modify, replace or withdraw any of its guidelines, policies and procedures at any time and it reserves the right to depart from them in individual cases. Copies of these documents are to be available and readily accessible to all employees.

Behavioural guidelines arising from the use of this Resource Document are intended to apply to all Church Workers including Clergy and Religious engaged in any place where paid or unpaid work is performed (workplace).

#### Working with this Document

The National Committee will supply, at the time of issue of this document and from time to time thereafter, a number of ancillary documents to assist in using this document to devise guidelines, processes and documents suited to particular workers and workplaces.



### When Church Workers Breach Guidelines

Unfortunately, organisational guidelines are not always observed. When guidelines are breached, effective response by individuals and by the appropriate authority in the Church is necessary. Concern for justice and healing requires full co-operation with applicable civil authorities and processes.

#### Therefore:

- All Church bodies need to have appropriate Policies in place for protection of vulnerable persons, and Church Workers need to be aware of and understand and comply with them.

All Church bodies and agencies must comply with all relevant State and Commonwealth legislation.

- Guidelines need to specify the *Responsible Authority* to whom Church Workers are to report any breaches of guidelines.
- All *Responsible Authorities* in the Church and all Church Workers need:
  - to be aware of their obligations in reporting suspected abuse of children or other vulnerable persons under both civil law and Church protocols.
  - to see that reports of breaches of guidelines are dealt with appropriately and in compliance with relevant legislation.
  - to follow the principles of natural justice and procedural fairness in dealing with breaches of the guidelines.
- A primary concern of *Responsible Authorities* within the Church is to remedy any harm that has been done and to prevent harm to others.





## THE PRINCIPLES AND BEHAVIOURS ASSOCIATED WITH THE SERVICE OF CHURCH WORKERS

### 1. Church Workers are committed to Justice and Equity

*For the Church justice is central to its mission and way of life. There is a thread of revelation that runs through the First Testament reminding the people of God that their ritual and activities are incomplete if they do not live and act justly as a community. The prophet Amos expresses this clearly: "I hate, I scorn your festivals, I take no pleasure in your solemn assemblies... but let justice flow like water, and uprightness like a never failing stream." (Amos 5:21,24) Micah continues the theme: "You have been told what is good and what the Lord requires of you: To act justly, to love tenderly and to walk humbly with your God." (Micah 6:8) Jesus took up the same message many times in his stories and actions. The reign of God is revealed when the hungry are fed, the naked clothed, the poor and outcast gathered back into the communion of God's love and given their just share in the gifts of creation.*

Principle	People observing this principle will:
<b>1.1 Church Workers exhibit justice and fairness in relationships and service.</b>	1.1.1 Familiarise themselves with the social justice teachings of the Church as they apply to paid workers and volunteers. 1.1.2 Encourage just action among all those in whose interests they work. 1.1.3 Extend courtesy and respect to all in the workplace. 1.1.4 Refrain from attributing motives and blame to those seeking help. 1.1.5 Behave in ways that are not discriminatory and use language that is appropriate and not sarcastic or belittling of others.
<b>1.2 Church Workers promote proper working conditions characterised by justice and fairness.</b>	1.2.1 Promote just structures for paid workers and volunteers. 1.2.2 Have the necessary knowledge and skills for the optimum exercise of their roles and responsibilities. 1.2.3 Provide clear, detailed and manageable role descriptions for staff they lead and ensure that alterations are made by negotiating with the people concerned. 1.2.4 Comply with statutory requirements in matters such as work-place safety, privacy, anti-discrimination. 1.2.5 Observe all relevant State and Commonwealth legislation regarding terms and conditions of employment. 1.2.6 Pay workers justly and fairly on the basis of skill, responsibility and performance. 1.2.7 Provide paid workers and volunteers with access to adequately resourced training, formation, professional development and, where appropriate, professional supervision.



Principle	People observing this principle will:
<p><b>1.3 Church Workers recognise injustice, unfairness and abuse when it occurs in the workplace and respond appropriately</b></p>	<p>1.3.1 Be alert to workplace inadequacies/injustices and responding promptly, sensitively and decisively.</p> <p>1.3.2 Implement appropriate grievance procedures against improper and unreasonable administrative acts and any other expressions of injustice in the workplace.</p> <p>1.3.3 Alert proper authorities to signs and acts of injustice, unfairness and abuse.</p> <p>1.3.4 Inform complainants of appropriate resources and procedures for redress.</p> <p>1.3.5 Remain impartial when allegations of injustice, unfairness and abuse arise.</p> <p>1.3.6 Provide support impartially for both accused and complainant when grievances arise.</p> <p>1.3.7 Familiarise staff and volunteers with the Church's protocols and procedures for addressing complaints for the specific workplace and as contained in <i>Towards Healing and Integrity in Ministry</i>.</p>
<p><b>1.4 Church Workers act responsibly and are accountable in the use of resources</b></p>	<p>1.4.1 Exercise responsibility and accountability for the financial and material resources they manage and use.</p> <p>1.4.2 Exercise prudent judgment and proper accountability in relation to financial and property matters.</p> <p>1.4.3 Keep accurate records of income and expenditure.</p> <p>1.4.4 Maintain an assets register.</p> <p>1.4.5 Have all accounts audited or monitored annually.</p> <p>1.4.6 Present to stakeholders, at least annually, budgets, financial statements and reports on property administration and maintenance.</p> <p>1.4.7 Not solicit gifts or favours from clients, even by implication.</p> <p>1.4.8 Not misappropriate funds allocated for their work.</p> <p>1.4.9 Issue receipts for all financial gifts and benefits for and on behalf of the works and projects in which they are engaged.</p> <p>1.4.10 Use responsibly and ethically all work equipment and resources.</p>



## Integrity in the Service of the Church

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### 2. Church Workers uphold the dignity of all people and their right to respect.

*"By daily acts that often surprised his contemporaries, Jesus made God's love for every human person very clear. He made a special effort to make it clear in the case of those who might have doubted it the most: the poor, the vulnerable, the sick, the young and those publicly regarded as sinners. He showed to them in particular that they were invited into the communion of God's love. For this reason the Church also, in all of its actions, makes clear the dignity and value of every human person, especially those most vulnerable." (Integrity in Ministry)*

Principle	People observing this principle will:
<b>2.1 Church Workers treat all people with respect, sensitivity and courtesy</b>	2.1.1 Listen attentively to and respond courteously towards all. 2.1.2 Respect gender difference and honour the dignity of women, men and children. 2.1.3 Resolve disputes amicably, fairly, justly through dialogue and mediation.
<b>2.2 Church Workers embrace diversity and difference in those they serve or with whom they work.</b>	2.2.1 Respectfully welcome diversity and difference. 2.2.2 Respond sensitively to the issues that arise when different cultures meet. 2.2.3 Be sensitive and helpful to those who have difficulty with language or communication. 2.2.4 Seek to understand and respect the beliefs, fears and desires of all irrespective of disability, culture, race, religious affiliation, gender or sexual orientation.
<b>2.3 Church Workers promote personal growth and development in those with whom they come in contact.</b>	2.3.1 Respect and promote the mission and vision of the Church through performance and behaviour consistent with the Gospel values articulated in this document. 2.3.2 Seek to bring out the best in people. 2.3.3 Develop decision making skills 2.3.4 Be eager to learn relevant new skills and encourage such learning in others. 2.3.5 Set realistic goals and encourage others to do likewise. 2.3.6 Show cultural and social awareness. 2.3.7 Exhibit perseverance, dedication and commitment. 2.3.8 Witness to respect, compassion and sensitivity.



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### 3. Church Workers are committed to safe and supportive relationships

*"The ministry of serving society, human dignity and human rights is intrinsic to the church's mission and life..."*

*In the context of the relationship with society, the Church's role is based on its religious ministry, but that ministry must be conducted in such a way that it contributes to four socially significant objectives:*

- *The protection of human dignity*
- *The promotion of human rights*
- *The unity of the human family*
- *The provision of a sense of meaning to every area of activity."*

*From: Towards a More Just World: The social mission of the Church and new Catholic approaches - July 2008 – pp6, 10 - Duncan MacLaren*

Principle	People observing this principle will:
<p><b>3.1 Church Workers know, understand and respect the physical and emotional boundaries of adults, children and young people</b></p>	<p>3.1.1 Understand that:</p> <p style="padding-left: 20px;">an unsafe relationship is one that poses risk to the emotional, physical or sexual health of any of the individuals involved;</p> <p style="padding-left: 20px;">an unsupportive relationship is one that does not recognise the needs of those it is supposed to assist; and</p> <p style="padding-left: 20px;">unsafe and unsupportive relationships have an extremely harmful impact on human dignity and self-esteem.</p> <p>3.1.2 Be conscious of and respect the physical and emotional space and privacy required by others.</p> <p>3.1.3 Provide pastoral support always in accordance with proper accountability guidelines.</p> <p>3.1.4 Provide pastoral support in places that offer sufficient safe, open and visible environments.</p> <p>3.1.5 Recognise that physical contact can be necessary and helpful in giving care, comfort or affirmation, and follow the appropriate standards for such contact.</p> <p>3.1.6 Interact with others in a consistent professional manner.</p> <p>3.1.7 Work within a well-defined role description that complies with the relevant legal obligations associated with the tasks.</p>



## Integrity in the Service of the Church

<p><b>3.2 Church Workers are aware of the dangers involved when the boundaries between personal and service relationships are blurred</b></p>	<p>3.2.1 Consciously draw distinctions between the role as church worker and other social interactions.</p> <p>3.2.2 Monitor any unavoidable dual relationships and evaluate their impact on those being served with the assistance of a third party if appropriate or needed.</p>
<p><b>3.3 Church Workers understand the importance of meeting their own personal emotional needs outside work relationships</b></p>	<p>3.3.1 Reflect on the reasons for undertaking Church work to determine that they are grounded in a desire to be of service to others rather than in a need for emotional attachment or fulfilment.</p> <p>3.3.2 Maintain a reasonable balance between time spent at work and other aspects of life, such as family, friends and community.</p>
<p><b>3.4 Church Workers take appropriate action when a relationship is not benefitting those being served.</b></p>	<p>3.4.1 Recognise when service relationships are becoming unsafe and/or ineffective and be prepared to terminate those relationships with appropriate referral.</p>
<p><b>3.5 Church Workers understand the problems which can occur because of the imbalance of power in a service relationship.</b></p>	<p>3.5.1 Understand that by virtue of their position of trust Church workers are placed in a position of power in the relationship.</p> <p>3.5.2 Exercise this power in a caring, compassionate and non-patronising way that enriches a safe and supportive relationship.</p> <p>3.5.3 Not engage in any form of physical, psychological or emotional coercion within relationships.</p>



**4. Church Workers reach out to those who are poor, alienated or marginalised.**

*"In its various forms – material deprivation, unjust oppression, physical and psychological illness and death – human misery ... elicited the compassion of Christ the Saviour, who willingly took it upon himself and identified himself with the least of his brethren. Hence, those who are oppressed by poverty are the object of a preferential love on the part of the Church which, since her origin and in spite of the failings of many of her members, has not ceased to work for their relief, defence, and liberation..." (CDF instruction Libertatis conscientia, 68)*

Principle	People observing this principle will:
<p><b>4.1 Church Workers, in word and action, cooperate in bringing about a just world and a truly human community</b></p>	<p>4.1.1 Accept responsibility for sustainable and equitable stewardship of the earth's resources.</p> <p>4.1.2 Be involved in advocacy for the poor and disenfranchised.</p> <p>4.1.3 Build partnerships with government and non-government agencies to influence policy and legislation that protects the vulnerable in our society as well as the global community.</p> <p>4.1.4 Seek to build strong partnerships with the whole community in the service of others.</p>
<p><b>4.2 Church Workers involved with people who are vulnerable or abused express particular concern, care and protection for them</b></p>	<p>4.2.1 Listen in a non-judgemental way to the story of one who speaks of abuse or neglect.</p> <p>4.2.2 Familiarise themselves with:                      -the causes and signs of child and adult abuse and neglect;                      -the steps to be taken for the protection of the vulnerable;                      -the procedures to follow if abuse or neglect is suspected or observed.</p> <p>4.2.3 Avoid any form of over-familiarity or inappropriate language.</p> <p>4.2.4 Provide, whenever reasonably possible, for another adult to be present or close by when providing any form of pastoral care to a child or young person or to a disturbed/ vulnerable adult.</p> <p>4.2.5 Avoid, whenever reasonably possible, being alone with a child or young person, or group of such people, in sleeping, dressing or bathing areas, and exercise prudent judgement and behaviour when another adult cannot be present.</p> <p>4.2.6 Follow relevant laws and protocols concerning supply or use of alcohol, drugs, and the supply or administration of medication.</p>



## Integrity in the Service of the Church

<p><b>4.3 Church Workers treat those who are alienated or marginalised with understanding and compassion.</b></p>	<p>4.3.1 Encourage and support programmes of outreach that seek to meet needs of those who are alienated.</p> <p>4.3.2 Seek to understand the factors that have led to alienation through listening non-defensively to people, especially when they express their pain or anger.</p> <p>4.3.3 Behave in conformity with the Gospel values of justice and charity, so as not to contribute further to alienation.</p>
<p><b>4.4 Church Workers act with justice and consideration towards those who are poor or disadvantaged.</b></p>	<p>4.4.1 Recognise the personal and social factors that contribute to poverty and disadvantage in today's society.</p> <p>4.4.2 Listen sensitively to people's needs and put them in touch with government and church resources that address these needs.</p> <p>4.4.3 Recognise the need to work with and care for those who bear the scars of poverty and struggle and not just those who are less confronting.</p>
<p><b>4.5 Church Workers who are policy and decision makers work to create conditions where those who are poor, alienated or marginalised are treated with understanding and compassion.</b></p>	<p>4.5.1 Establish and support programmes that reach out to those who are poor, alienated or marginalised.</p> <p>4.5.2 Assist all Church Workers for whom they are responsible to act always with sensitivity and compassion.</p> <p>4.5.3 Provide a climate of warmth, welcome and connection when those who feel alienated or marginalised from the Church take tentative steps to return.</p>





**5. Church Workers strive for excellence in the performance of their work**

*Now as you excel in everything - in faith, in speech, in knowledge, in utmost eagerness, and in our love for you- so we want you to excel also in this enormous undertaking. [2Cor 8:7 (NRSV)]. Church Work calls for the application of skills appropriate to different types of service in the Church. Competence in the skills needed for each particular area of Church work is necessary for all Church Workers. The demand of justice means that they develop and maintain the skills their particular work requires. It also means that they recognise the limitations of their skills, and the implications that has for those being served.*

<b>Principle</b>	<b>People observing this principle will:</b>
<p><b>5.1 Church Workers commit themselves to providing professional and competent service</b></p>	<p>5.1.1 Carry out all requirements of their role with due diligence and commitment.</p> <p>5.1.2 Strive for optimum performance in all areas of their work.</p> <p>5.1.3 Respect and promote the particular mission/vision of the organisation.</p> <p>5.1.4 Be conscious of their leadership role and responsibility as role models.</p> <p>5.1.5 Work within their defined role and avoid the overstepping of boundaries.</p> <p>5.1.6 Observe appropriate confidentiality and privacy.</p> <p>5.1.7 Be open to processes of personal and organisational review and development.</p> <p>5.1.8 Maintain an appropriate balance between pastoral concern and professional responsibilities.</p> <p>5.1.9 Provide mutual encouragement and support and affirm the initiatives of co-workers.</p>
<p><b>5.2 Church Workers commit themselves to ongoing professional development</b></p>	<p>5.2.1 Maintain the currency of their competence.</p> <p>5.2.2 Engage in ongoing spiritual formation, especially when holding a leadership or teaching role.</p> <p>5.2.3 Provide appropriate modelling, advice and guidance to assist others in their professional development.</p>



## Integrity in the Service of the Church

<p><b>5.3 Church Workers commit themselves to effective professional working relationships with colleagues, clients and all to whom they minister</b></p>	<p>5.3.1 Maintain appropriate boundaries in their working relationships.</p> <p>5.3.2 Establish professional relationships that prioritise needs of others.</p> <p>5.3.3 Be alert to the inherent risks of conflict of interest, personal gain, manipulation and emotional dependence.</p> <p>5.3.4 Be fair and equitable in dealing with others, and use consistent and appropriate methods of settling grievances.</p> <p>5.3.5 Maintain clear communication with colleagues, clients and with their designated supervisor/mentor.</p> <p>5.3.6 Use consultation methods that provide appropriate transparency, collaboration and involvement in decision-making.</p>
<p><b>5.4 Church Workers do not operate beyond the limits of their competence and qualifications</b></p>	<p>5.4.1 Show willingness to seek guidance and advice from others.</p> <p>5.4.2 Not engage in tasks or activities for which they have inadequate expertise or qualifications, especially Pastoral Care, Counselling or Spiritual Direction.</p> <p>5.4.3 Recognise the appropriate time to make referrals to those with proper qualifications/expertise.</p>
<p><b>5.5 Church Workers exercise responsible stewardship.</b></p>	<p>5.5.1 Maintain accurate and reliable records and documents as appropriate.</p> <p>5.5.2 Comply with relevant legislation and directives.</p> <p>5.5.3 Follow all policies, procedures and other requirements particular to their organisation and position.</p> <p>5.5.4 Seek advice and guidance from appropriately qualified supervisors when in doubt.</p> <p>5.5.5 Be mindful of privacy principles and manage information accordingly.</p> <p>5.5.6 Avoid misuse of position for personal or financial advantage.</p>



NOTES

